

HRG Memorandum 14-18



To: KEHP Human Resource Generalists (HRGs)
From: Department of Employee Insurance (DEI)
Re: Ceridian WebQe
Date: July 28, 2014

We are pleased to announce effective immediately, HRGs are no longer responsible for entering COBRA qualifying events into Ceridian WebQe. Ceridian has deactivated all access HRGs currently have to WebQe.

We worked with the KHRIS team and Data Analysis team to streamline the process and send a file directly from KHRIS to Ceridian.

This change makes it even more important that you enter all terminations into KHRIS in a timely manner, as this is the first step to send a record to Ceridian.

With this change, HRGs do not need access to the Ceridian site, as we are sending new hires and qualifying event terminations on a nightly file.

